

**QUARTERLY NARRATIVE REPORT
LIBRARY SERVICES AND TECHNOLOGY ACT**

1. Date: _____ 2. Grant Agreement #: _____
3. Grantee: _____
4. Report Prepared by: _____ 5. Telephone: _____
6. Project Name: _____

7. Quarters : Qtr 1 - Grant signature through June 30 Qtr 2 - July 1 through Sept. 30
Qtr 3 - Oct. 1 through Dec. 31 Qtr 4 – Final Project Evaluation & Summary

This report is due 15 days after the end of each quarter described above.

8. **Project Narrative Report Instructions:** This narrative provides an assessment of project progress to date and will cover the items listed below. Please complete the front and back of the report. Use additional sheets of paper if necessary.

- a. **Project Objective(s):** Refer to the objectives in the **approved grant application**. List all project objective(s) to be achieved by the completion of this quarter.

- b. **Activities:** Using measurable data, describe activities identified in the **approved grant application** and implemented this quarter. What were the outcomes achieved by these activities toward accomplishing the project objective(s) and need.

- c. **Project Time Line:** Refer to the time line detailed in the **approved grant application**. Are project objective(s) and activities being completed on schedule? Please describe.

- d. **Problems Encountered:** Refer to the objectives, activities, and time line of the **approved grant application**. Describe any problems affecting the implementation of these elements. What solutions were sought to achieve the objective? *(If changes are necessary in the objectives, activities, evaluation, or the time line of an approved grant application, the grantee must first contact the State Library Consultant. Any adjustments to these elements must be provided in memo form to the ISL to be attached to the approved grant application.)*
 - e. **Opportunities or Unexpected Benefits:** Describe opportunities or unexpected benefits identified through the project.
 - f. **Project Outcome:** Describe in measurable terms direct and indirect benefit to your target population by this project. Were there changes in skills, attitudes, knowledge, behaviors, or status?
 - g. **Additional Comments:**
- 9. Submit this report with a copy of your library's **LSTA Financial Report** that was submitted with your last reimbursement request. If no reimbursements have been requested, complete the **Budget Amount** with the figures provided on the **Approved Project Budget** which accompanied your Grant Agreement, then complete the first **Expenses Reimbursed** columns with zeros.
 - 10. Attach surveys, statistics, examples of publicity, or other significant documents related to the project.

***Send completed forms to: Idaho State Library
Library Development Division
325 W. State Street
Boise, Idaho 83702***